

Kewaskum School District

Combined Information and Technology Plan

June 30, 2010 – June 30, 2013

*This is a three-year, combined comprehensive
information and technology plan.*

Kewaskum School District
1675 Reigle Drive, Suite 100
Kewaskum, WI 53040

Michael Krumm, District Administrator

Approved by the Board of Education on May 10, 2010

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EXECUTIVE SUMMARY

Goal 1: Build student, educator, and staff skills in effectively using digital tools and resources to enhance student achievement.

Objective 1a: By June 2013, the district will have Kewaskum University courses available that relate to 21st century skills, problem-based learning and assessment.

Objective 1b: By 2011, all Kewaskum University courses will include a technology component that fosters collaboration.

Objective 1c: By June 2013, the K-5 staff in partnership with the Library Media Specialist and the Technology Director will identify benchmarks and develop sample units for digital tool integration at the K-5 level.

Objective 1d: By 2011, all advisories at the K-12 level will include an Internet Safety component.

Objective 1e: By May 2011, the district will develop an eighth grade technology literacy assessment plan.

Objective 1f: By 2010, all students will be shown how to access their network files from anywhere at any time.

Objective 1g: By June 2013, the district will provide learning opportunities for district office employees to enhance their work skills in the area of technology.

Objective 1h: By June 2013, all middle school classes will have introductory and refresher lessons on how to use the library card catalog and databases.

Objective 1i: By June 2013, the Kewaskum Schools Libraries will develop an e-collection of curriculum specific reference works.

Objective 1j: By June 2013, the District Technology Project Group will explore the use of Google Applications in education.

Goal 2: The district will increase access, support, and range of use where needed.

Objective 2a: By August 2010 the district will install a computer lab at Kewaskum Middle School.

Objective 2b: By August 2010 the district will install a computer lab at Kewaskum High School.

Objective 2c: By June 2011 the district will increase bandwidth to Farmington and Wayne Elementary Schools.

Objective 2d: During each year of the plan, the district will evaluate the district web pages and make recommended improvements.

Objective 2e: By September 2013, the district will offer technology-related sessions to the community.

Objective 2f: During each year of the plan, the district will partner with the Kewaskum Cares About Kids group to educate the community on Internet Safety.

Objective 2g: By September 2013, the district will implement LessonPlanner4Schools in the 6th-12th grades to create a consistent platform for posting classroom activities.

Objective 2h: By September 2010, the district will replace the servers at Farmington and Wayne Elementary Schools.

Objective 2i: By June 2013, the district will expand the use of virtual desktops.

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1.INTRODUCTION

1.1. Evidence of Relevant Research and Best Practices Review

Relevant research and best practices reviewed by the planning committee included the National Educational Technology Standards (NETS) for Students, Teachers and Administrators; the Wisconsin's Model Standards for Information and Technology Literacy; the AASL Standards for the 21st Century Learner. We asked students, parents, teachers, and administrators to complete a survey and analyzed those results. We also looked at the results of the last 8th grade assessment.

1.2. District Information and Technology Vision Statement

Using information inquiry and technology to enhance learning, improve academic achievement, and connect to the global community.

1.3. District Information and Technology Mission Statement

It is the mission of the Kewaskum School District to effectively integrate information and technology as a learning and information sharing tool to carry out these purposes:

- Provide an equitable learning environment to foster academic achievement.
- Develop information literacy to empower staff and student learning so that they acquire the skills necessary to live in a digital, information-based global society.
- Educate students to communicate effectively and express their ideas.
- Educate students to make ethical and informed decisions.
- Prepare students for success in continuing education or the workplace.
- Build communities and forge partnerships with families, businesses, and community members.
- Create a professional learning community, which provides training and staff development opportunities that develop skills and support innovation.
- Use resources efficiently and strategically to ensure productivity and fiscal responsibility.

1.4. Indication of Relationship between Plan and Vision and Mission Statements

The effective integration of technology inspires students to expand their horizons and learn more about topics they might not independently pursue.

Students can relate to technology, which can inspire them to learn.

Using technology makes our students more globally connected.

In Michael Wesch's "A Vision of Students Today," it is made clear that education is not meeting the needs of today's students. Proper use of technology can make learning more relevant to today's students.

Students will need technology skills to carry over into their post-secondary path.

By carrying out the objectives in this technology plan, the Kewaskum School District can ensure that our students are better prepared for current best practice in their career path.

2.BACKGROUND

2.1. Community/School District Demographics

The School District of Kewaskum is a Pre-K through 12 public school system, which serves students in the Village of Kewaskum and eight surrounding townships. Included are the townships of Kewaskum, Wayne, Farmington and Barton located in Washington County, the Townships of Auburn and Ashford in Fond du Lac County, and the Townships of Mitchell and Scott in Sheboygan County.

The District encompasses nearly 155 square miles, much of which lies in the heart of the Kettle Moraine State Forest.

Approximately 2000 students served by the district attend school at one of the five sites: Kewaskum High School (grades 9-12), Kewaskum Middle School (grades 6-8), or Kewaskum, Wayne, or Farmington Elementary (grades Pre K-5). The district is governed by a seven member, elected Board of Education and employs over 200 professional and support staff.

School	Number of Students	% of students White	% of students African American	% of students Hispanic	% of students Asian	% of students Native American	% of students receiving free and reduced lunch
Farmington Elementary	300	94.7%	0.7%	3.3%	0.7%	0.7%	9.7%
Kewaskum Elementary	493	94.1%	1.6%	2.2%	0.8%	1.2%	18.3%
Kewaskum High School	744	96.8%	0.1%	1.5%	0.3%	1.3%	10.9%
Kewaskum Middle School	378	95.5%	0.8%	1.9%	0.5%	1.3%	14.6%
Wayne Elementary	135	95.6%	3.7%	0%	0%	0.7%	9.6%

2.2. District Information and Technology Team

Jane Lazarevic	Technology Director
Tiffany Zarling	High School Teacher, Technology Project Group Leader
Jan Donahou	District Librarian
Dan Ross	High School Teacher
Mary Koch	High School Teacher
Mary Forstner	High School Teacher
Michael Hendricks	High School Teacher
David Schultz	Middle School Teacher
Pam Berres	Elementary School Teacher
Marilyn Kasten	Elementary School Teacher
Marilyn Krantz	Elementary School Teacher
Katie Schmanski	Elementary School Teacher

2.3. District Technology Planning Committee

Planning committee names, titles, and representation

Jane Lazarevic	Technology Director, Technology Project Group Leader
Jenny Kilian	Network Administrator
Jan Donahou	District Library Media Specialist
Tiffany Zarling	High School Teacher, Technology Project Group Leader
Dan Ross	High School Teacher
Mary Koch	High School Teacher
Mary Forstner	High School Teacher
Michael Hendricks	High School Teacher
David Schultz	Middle School Teacher
Pam Berres	Elementary School Teacher
Marilyn Kasten	Elementary School Teacher
Marilyn Krantz	Elementary School Teacher
Katie Schmanski	Elementary School Teacher
Grace Wright	Elementary School Teacher
Ken Soerens	Middle School Principal
Beau Backhaus	High School Student
Kyle Ruplinger	High School Student
Kim Longdin	Parent
Carol Pok	Parent
Jason Piittmann	Parent
Jackie Skrentney	Parent
Christine Horbas	High School Principal
Kris Dreher	High School Assistant Principal
Tom Fischer	Elementary School Principal
Janet Molebash	Elementary School Principal

2.4. Overview of planning process

In 2007, the “Using Technology to Inspire Student Learning” project group began to meet. The group consisted of teachers and the district’s technology director. The group has worked on the goals of the current technology plan and created staff development opportunities.

In 2009, the group began reviewing the current status of the plan. They also looked at various stakeholder survey tools. They decided to use School Perceptions to create and implement the survey. The following groups participated in the survey:

9 Administrators (Superintendent, Principals, Technology Director, Network Administrator)

134 Educators

89 Parents

864 Students (Grades 5-11)

The Technology Director, the District Librarian, and four teachers from the district project group analyzed the School Perceptions Survey results and the Infosource 8th grade assessment results. The District Librarian completed the School Library Media Program Assessment. A draft of the plan was presented to the full Technology Project Group.

The District Technology Team, two students, teachers, and administrators met to review a draft of the plan.

2.5. Community Resources and Adult Literacy Providers

Community resources and adult literacy providers explored or utilized in the plan

- MPTC (Moraine Park Technical College) offers courses for the community. Students also use their facilities as part of their articulation plans.
- The District Librarian works in conjunction with the public library to meet community information needs.
- The Community Advisory Committee meets bi-annually to review curricular aspects (including technology programs). The high school offers and gets feedback from future employers as to the entry level skills employers are looking for in our students.
- The district librarian organizes and promotes a community reading program
- A Boys and Girls Club program is in our elementary schools

3.CURRENT STATUS AND NEEDS ASSESSMENT

3.1. Assessment of Progress toward Previous Plan's Goals

3.1a. Achieved Objectives and Activities

What objectives and activities were achieved?

- The district will improve at home access to print resources.
- The student computer ratio at Kewaskum Middle School will be 4:1.
- The district will hire a technical support person.
- The district library will have weeded its aging titles.
- The district will have upgraded the server room.
- A VOIP phone system was installed.

3.1b. Postponed, Delayed or Cancelled Objectives and Activities

What objectives and activities were postponed, delayed or cancelled and why?

- The district will evaluate the effectiveness of technology integration on student learning.
 - Cancelled due to lack of measurement ability.
- At least 70% of educators at each level will collaborate with the Library Media Specialist and Instructional Technology Coordinator on a regular basis.
 - Cancelled due to lack of Instructional Media staff.
- The School Library Media Program Assessment will show that the district has reached the proficient level.
 - Delayed due to lack of Library Media Staff.
- For each year of the technology plan, the district will evaluate the status of library media staffing and make recommendations based on the evaluation.
 - Cancelled due to administrative and district decision.
- The district will develop a long-range financial plan to support technology beyond the referendum.
 - Delayed until the 2010-11 school year.

3.1c. Continued or Modified Objectives and Activities

What objectives activities will continue or be modified?

- A group of educators within the district will begin to meet regularly to research and implement best practice in the area of technology integration and use as it relates to student academic achievement.
- The district will provide staff development opportunities based on the outcomes and action plans of the research group.
- The district will have Kewaskum University courses and staff development opportunities to learn about 21st century skills, problem-based learning and assessment and how to integrate these skills into content standards.
- The district will have a recommendation for increased virtual learning opportunities.
- The school will collaborate with the Kewaskum Public Library to offer information and resources about technology available to the community.
- The district will maintain the phone system that was installed during the previous technology plan.
- The district technology study group will continue to look at ways to include multimedia in the K12 curriculum.

3.2. Reflections on the Wisconsin Information and Technology Planning Focus Areas

3.2.a Analysis of Student Proficiency

Analysis of information and technology attitudes/proficiency levels of all students, including results of Grade 8 Literacy Requirement. List identifies all student groups with special needs, concerning information/technology literacy, access and/or equity, and assistive technology.

The following findings are based on our School Perceptions Survey and the Infosource Eighth Grade Assessment:

- The degree to which standards are covered varies from teacher to teacher. Teachers who are more computer literate cover the standards to a greater degree than those who are not. (Example: Those teachers who know the program cover spreadsheets.)
- Students are coming to school with more prior knowledge in the area of Media & Technology. They know the terms and can operate the equipment.
- Students need more practice in evaluating information they have found on the World Wide Web for accuracy, relevance, and bias.
- Projects students create are generally not problem-based.
- The eighth grade performance based assessment more accurately reflected student skills and abilities than the self assessments previously administered.
- Students are integrating technology into their lives outside of school.
- Students do not know how to access their school files from home.
- Internet safety needs to be reinforced.
- Students need more experience with collaborative learning technologies.

- Students have not mastered the use of the online library catalog.
- Students at elementary and middle level have not mastered the use of the online databases.
- Assistive technology is included in the IEP process.
- The district has a special education teacher responsible for training and making teachers aware of available assistive technology options.
- The district has tried to increase access to economically disadvantaged students by providing after school opportunities to use technology available in the library.

Identification of Underserved Populations Concerning Information and Technology Attitudes/Proficiency Levels of Students

According to No Child Left Behind requirements, a certain number of students are needed to complete a cell size. At this time Kewaskum doesn't meet any cell size requirements. Assistive technology is included in the IEP process. The district is always working on adding technology into the IEP process. The district has an identified special education teacher responsible for training and making teachers aware of available options. She works closely with the Instructional Technology Coordinator and the Director of Special Education. The district has tried to increase access to economically disadvantaged students by providing after school opportunities to use technology available in the library.

3.2.b Analysis of Educator Proficiency

Analyze information and technology attitudes/proficiency levels of using instructional technology for teaching, administration, and support activities.

- The majority of staff has a positive attitude toward technology implementation. Some educators seek additional training to implement a variety of software and use of hardware in curriculum units. Implementation of technology skills in classrooms is improving, though it is currently limited to specific units of study.
- Educators need to plan with digital-age skills in mind and seek every opportunity to incorporate technology standards into the curriculum.
- Teachers are willing to extend their comfort level in the use of technology by learning, exploring, integrating new software into lessons, units, and technology-based courses.
- Staff members need collaboration time to explore best practices in relation to technology integration.
- The district has implemented technology strategies to support learning access for special needs students. Implementation is increasing on an annual basis. Staff is aware of how technology supports instruction and is willing to explore new resources as they become available.
- Teachers are building a collection of assessment strategies that evaluate the multiple levels of student performance throughout the curriculum; these assessment strategies include alternative assessments such as rubrics.
- Educators need collaboration time to explore best practice as it relates to assessment. The district needs to provide professional development opportunities

- related to assessment and rubric creation as it relates to technology as well as other curricular areas.
- Each teacher is responsible for his or her own web page. Email is used extensively and is available remotely. Parents have access to voicemail system for communication with staff and attendance purposes. All staff has electronic access to student information and attendance records. Teachers are beginning to be participants in decision-making regarding technology resources by communicating possible suggestions to the technology committee.
 - Teachers are also expected to post their classroom activities and assignments on their website. At this time they are expected to post one week at a time. Administrators are responsible for checking to see if the pages are updated.
 - Our professional development opportunities for the district should include a technology component.
 - Students and parents, K-12, sign a computer ethics policy. Consequences are enforced on a case-by-case basis at classroom through board level K-12.
 - Staff members need to incorporate information regarding copyright issues for all projects.
 - The district is also hampered by the lack of classroom management skills needed for problem-based learning. Instructional technology strategies should target active constructivist learning and higher order thinking skills.

3.2.c Analysis of Effective Teaching and Learning Practices

Analyze the extent to which educators have integrated technology and information inquiry into the local curriculum and use of a variety of instructional technology tools, techniques and methods based on best practices in the classroom for teaching and learning.

- The district is currently studying how to differentiate instruction for all students. Students have some independence on how they use technology. We have a variety of technology available for implementation.
- Our technology leaders are aware of research and best practices and help the staff implement it. Both technology leaders and staff preview software.
- Curriculum has been aligned to the state standards.
- Currently, collaboration with the Library Media Specialist and the Instructional Technology Coordinator is not the norm. Educators need to make this collaboration a priority in lesson development where technology is used.
- Teachers are interested in looking at project-based learning.
- Staff development and support of project-based learning real-world problem solving is needed.
- Some areas use technology extensively. Simulation occurs in some specialized classes (Tech. Ed., Art, and business classes).
- The range and use of technology used needs to broaden district-wide.
- In some areas, teachers do not utilize the technology available to them.
- Staff members need to incorporate information regarding Internet safety issues into their curriculum.

3.2.d Analysis of Access to Information Resources and Learning Tools

Resources and Fixed Assets

Network Infrastructure:

All network connectivity originates at the High School. Wayne Elementary and Farmington Elementary are connected via T1 line to the High School for data and voice services. A router is located at Wayne, Farmington, and the High School. There are fiber optic connections between all of the buildings in town, and between wiring closets at the High School and in Kewaskum Elementary. Cat 5 and Cat6 cabling is used to connect all PC's to the network. All PC's have 100Mbps or greater network interface cards. Charter Business provides the district's Internet access via a 5MB fiber optic connection. Web Filtering, in accordance with the "Children's Internet Protection Act" is hosted in-house by Lightspeed content filtering system. A diagram of the network configuration is included in Appendix E.

IDF's

School	# of Main Distribution Facilities	Locations
KHS	4	Rm. 556, Rm. 355, Rm.564 Rm 407
KCA	1	Basement
KMS	1	Library Office
KES	3	Data Rm, Closet between Rm. 123 & 125, Gym Storage Area
FES	1	Server Room
WES	1	Server Room

General Server Statistics

Server Name	OS Version	Age	Up Time	Memory	Function
HS_Server	NW 6.5	Virtual	99%	2 GB	HS File Server
MS_Server	NW 6.5	Virtual	99%	2 GB	MS File Server
KES_Server	NW 6.5	Virtual	99%	2 GB	KES File Server
FES_Server	NW 6.5	5	99%	1.5 GB	FES File Server
WES_Server	NW 6.5	5	99%	1.5 GB	WES File Server
KSDUTIL1	NW 6.5	4	99%	2 GB	Email
KSDUTIL2	WIN2003	1	99%	2 GB	Backup/AntiVirus
KSDUTIL3	WIN2003	Virtual	99%	4 GB	Student & Financial Database (Skyward)
KSDUTIL4	WIN2003	Virtual	99%	2 GB	Read 180
KSDUTIL5	NW 6.5	Virtual	99%	2 GB	Imaging/Helpdesk
KSDUTIL6	WIN2003	2	99%	2 GB	Phones
KSDUTIL7	WIN2003	2	99%	2 GB	Voicemail
Lightspeed	WIN2003	2	99%	8GB	Internet Filter
Destiny	WIN2003	Virtual	99%	3GB	Library System
FitnessGram	WIN2003	Virtual	99%	1GB	Fitness Server

Moodle	LINUX	Virtual	99%	1GB	Moodle
Nagios	LINUX	5	99%	2GB	Network Monitor
KSDVC	WIN2003	2	99%	4GB	VMWare Host
KSDDHCP	WIN2003	Virtual	99%	1GB	DHCP
KSDESX1	VM ESX	2	99%	8GB	VM Host
KSDESX2	VM ESX	2	99%	8GB	VM Host
KSDESX3	VM ESX	2	99%	8GB	VM Host
KSDWEB1	WIN2003	Virtual	99%	2 GB	Web Server

Software called “Nagios” is used to monitor servers and network traffic. All servers in town are backed up to 2TB external hard drives using BackupExec. Differential backups are done Monday- Thursday. Weekly backups are done every Friday, and monthly backups are done on the last day of each month. The virtual servers are backed up on a weekly basis using the VRanger Pro software. Month-end drives are stored in a media safe in a data closet at KHS.

Due to their remote locations, Farmington and Wayne Elementary servers are backed up on-site. Farmington and Wayne backup data to a DAT drive located in each of their servers. Full backups are performed every Friday. Month-end backups are also done. Month-end tapes are stored in a media safe in the Principal’s office at each building.

All staff and students at KHS and KMS are required to have network passwords. All staff and students have a limited amount of storage on the network. The District maintains desktop security through the use of Novell Zenworks and the Lightspeed security agent. Laptop security is maintained through the use of Clean Slate and the Lightspeed security agent.

Email System:

The district uses Novell GroupWise as its email system. The email system is available to staff members only. The district email system was upgraded and placed on a new server in the summer of 2003. Staff is able to access their email from home, or anywhere that has an Internet connection. The District’s email is filtered by Alexssa/Hnet ISP. Symantec AV is active on the District email server to provide virus detection and removal of all viruses.

Phone System:

Phone calls to the Kewaskum School District are handled through a switchboard located at the Administration Building. The District converted its analog phone system to a Mitel VOIP system in December 2008. The servers for the phone system/voicemail are located in the server room at KHS. The Mitel control units are located in the server rooms at KHS, WES, and FES.

Verizon provides local phone service to the district, and PowerCom provides long distance service. All locations have telephones. The district provides voicemail to its entire staff. Fax machines are located in the Administrative office, front office of each school, and Special Education Department at Kewaskum Elementary School. The KHS Maintenance Department performs any moves, additions, or changes.

The district has approximately 20 cell phones. The phones are mainly used by administrative and maintenance personnel. Verizon is the service provider for the cellular phones.

Student Management System:

The district uses the Skyward school management system to maintain all student and financial records. Skyward was upgraded during the summer of 2001 from DOS-based to a Windows-based system. During the 2003-04 school year, Skyward Java Educator Access was implemented at the high school and middle school. A District-wide implementation of Educator Access was done during the 2005-06 school year. In 2006-07, Family Access was added so parents could access their child’s school information via the Internet.

Computers:

Total number of computers in the district:

Building	# of Computers	Student:PC Ratio
District Office	16	N/A
KHS	354	2:1
KMS	160	2:1
KES	130	4:1
FES	90	3:1
WES	65	2:1
Total	815	Average: 3:1

All District computers are standardized on the Windows XP Pro operating system. Recently, the District has started implementing virtual desktops. The virtual desktops will be used in various locations throughout the District in an effort to reduce the overall costs associated with operating and maintaining desktop computers. All computers have a connection to the Internet, and are connected to at least one printer.

Printers:

Stand Alone Printers

Building:	# of Stand Alone Printers:
District Office	11
KHS	36
KMS	12
KES	13
FES	4
WES	10

Network Printers

Building:	# of Network Printers:
District Office	2
KHS	17
KMS	7
KES	6
FES	16
WES	4

Other Peripherals:

Type of Peripheral	# in District
Digital Camera	82
LCD Projector	73
Scanner	21

Educational Software Inventory

An inventory of educational software in the district is included in Appendix C. The inventory identifies the location of software, the licenses purchased, the title, vendor and cost.

Special Education Software Inventory

An inventory of special education software is included in Appendix D. The inventory identifies software titles, versions and number of licenses.

Library Hardware

5 Circulation Computers
4 Computers Dedicated to the Card Catalog
1 Computer for Administration, Cataloging, Processing

Analyze the extent to which ALL students have access to technology and information facilities and that the district offers a balanced, diverse, current collection of learning materials and library resources, a comprehensive library/media/instructional program including daily schedules for each school library media specialist at each school library.

- Internet bandwidth needs to be increased at Farmington and Wayne Elementary Schools.
- Another lab needs to be added to the middle school and high school.
- Farmington and Wayne Elementary Schools need servers replaced.
- Continue to provide a local technology grant so teachers can obtain equipment for their classroom.
- Review the district webpage in regard to access to information. Restructure as needed.
- Show students how to access school files from home.
- Virtual learning opportunities are available through Moodle.
- The district has standardized all software and hardware. Existing hardware is well maintained. Computer labs are all networked.

- All labs are networked and include Internet connectivity. Internet speed and availability is consistently reliable. Access to Internet and Intranet resources inside and outside the school day for students, parents and the community.
- Training and technical support are very good. Repairs are made in a timely fashion.
- The district needs to expand the use of virtual desktops. Desktop virtualization allows one host computer to run several client stations.
- School facilities support targeted technology use for all administrators, teachers, and students (data and voice).
- The district is using a student management system to take attendance, enter grades, and register students for courses.
- Currently certified library media specialists are only available once a month at all of the elementary and middle schools and as requested by teachers or principals. It is not an ideal situation but it is all responsibilities and time permit. Each of these schools is staffed with a para-professional. Para-professional coverage for each school is as follows:

Wayne Elementary School

Mondays - 9:00 - 10:00; 10:25 - 11:40; 1:30 - 2:20; 2:30 - 3:10

Tuesdays - 9:00 - 10:00; 10:25 - 11:40; 1:30 - 2:20; 2:30 - 2:55

Wednesdays - 9:00 - 10:00; 10:25 - 11:40; 1:30 - 2:10

Thursdays - 9:00 - 10:00; 10:25 - 11:40, 1:30 - 2:15; 2:25 - 2:55

Fridays - 9:00 - 10:00; 10:25 - 11:40; 1:30 - 2:15; 2:25 - 2:55 for a total of 12 hrs and 10 min.

Farmington Elementary School

Mon 11:00-11:35, 1:30-3:45

Tues. Thurs, and Fri - 1:30-4:00

Wed. 45 min. for a total of 11 hours

Kewaskum Elementary School

9:00-3:30 Mon-Fri

Kewaskum Middle School

7:15-3:30 Mon-Fri

Kewaskum High School

Para 1 - 6:50-3:30 Mon-Fri

Para 2 - 1:40-4:00. Mon-Fri

3.2.e Analysis of Support Systems and Leadership

Analyze current professional and para-professional staffing, policies, and program leadership for library media and technology services and programs including certification status and staffing levels for the library media programs staff and program support staff.

- The technology and library media leaders are continuing to explore innovative uses of technology.
- Some educators are developing curriculum that uses appropriate instructional design and assessment.
- Educators need opportunities to learn about 21st century skills and how to incorporate them into their content standards.
- Innovation of technology is beginning to be integrated into the curriculum.

- Sometimes efforts toward innovation are met with resistance. The school culture should encourage technology-based innovations provided they are grounded in sound theory, research, and emerging practice.
- The school district is interacting electronically with the community.
- The district needs to make the community aware of electronic communications and the technology resources available to them.
- Administration needs to clearly communicate and support technology mission and vision to students, staff, and community. All administrators need to encourage and expect all staff members to apply technology within the scope of their job.
- The staff has ample opportunities to develop their technology skills. Course offerings are meeting the needs of the staff.
- Educators need time for department or grade level planning related to technology.
- The district needs to continue to explore funding opportunities for technology.
- The library media specialist has her professional 902 certification and her Masters in Library Science. All other staff in the library have no certification.
- There is staffing at all of the libraries though the two smaller libraries have limited staffing hours as indicated above.

4. GOALS AND OBJECTIVES

Goals need to reflect the needs established from the Focus Area. Objectives need to be measurable, attainable, realistic, and related to each goal

Need: We need to maximize the impact of instructional technology tools and library media resources to enhance learning, improve academic achievement and connect to the global community.

Goal 1: Build student, educator, and staff skills in effectively using digital tools and resources to enhance student achievement.

Objective 1a: By June 2013, the district will have Kewaskum University courses available that relate to 21st century skills, problem-based learning and assessment.

Objective 1b: By 2011, all Kewaskum University courses will include a technology component that fosters collaboration.

Objective 1c: By June 2013, the K-5 staff in partnership with the Library Media Specialist and the Technology Director will identify benchmarks and develop sample units for digital tool integration at the K-5 level.

Objective 1d: By 2011, all advisories at the K-12 level will include an Internet Safety component.

Objective 1e: By May 2011, the district will develop an eighth grade technology literacy assessment plan.

Objective 1f: By 2010, all students will be shown how to access their network files from anywhere at any time.

Objective 1g: By June 2013, the district will provide learning opportunities for district office employees to enhance their work skills in the area of technology.

Objective 1h: By June 2013, all middle school classes will have introductory and refresher lessons on how to use the library card catalog and databases.

Objective 1i: By June 2013, the Kewaskum Schools Libraries will develop an e-collection of curriculum specific reference works.

Objective 1j: By June 2013, the District Technology Project Group will explore the use of Google Applications in education.

Need: We need to provide the equipment and resources to promote the advancement of instructional technology.

Goal 2:The district will increase access, support, and range of use where needed.

Objective 2a: By August 2010 the district will install a computer lab at Kewaskum Middle School.

Objective 2b: By August 2010 the district will install a computer lab at Kewaskum High School.

Objective 2c: By June 2011 the district will increase bandwidth to Farmington and Wayne Elementary Schools.

Objective 2d: During each year of the plan, the district will evaluate the district web pages and make recommended improvements.

Objective 2e: By September 2013, the district will offer technology-related sessions to the community.

Objective 2f: During each year of the plan, the district will partner with the Kewaskum Cares About Kids group to educate the community on Internet Safety.

Objective 2g: By September 2013, the district will implement LessonPlanner4Schools in the 6th-12th grades to create a consistent platform for posting classroom activities.

Objective 2h: By September 2010, the district will replace the servers at Farmington and Wayne Elementary Schools.

Objective 2i: By June 2013, the district will expand the use of virtual desktops.

5. IMPLEMENTATION ACTION PLAN

Need Statement: We need to maximize the impact of instructional technology tools and library media resources to enhance learning, improve academic achievement and connect to the global community.

Goal 1: Build student, educator, and staff skills in effectively using digital tools and resources to enhance student achievement.

Objective 1.a: By June 2013, the district will have Kewaskum University courses available that relate to 21st century skills, problem-based learning and assessment.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
New KU course will examine problem-based learning.	KU Instructors	Time to write syllabus	None	2010-2013	None	KU course offered and running
New KU course will examine various forms of assessment	KU Instructors	Time to write syllabus	None	2010-2013	None	KU course offered and running
All technology-based KU courses will include 21st century skills	KU Instructors	Time to write syllabus	None	2010-2013	None	KU course offered and running

Objective 1b: By 2011, all Kewaskum University courses will include a technology component.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Administrator meets with Kewaskum University instructors to inform them of the technology component requirement.	District Superintendent	Time to meet	None	2010	None	Meeting agenda
All Kewaskum University syllabi have technology components identified	Kewaskum University instructors	Time to write syllabus	None	2010	None	All syllabi have technology component identified
A list of possible technology components available to instructors	Technology Director District Library Media Specialist	Time to complete list	None	2010-2013	None	The list

Objective 1c: By June 2013, the K-5 staff in partnership with the Library Media Specialist and the Technology Director will identify benchmarks and develop sample units/activities/ lessons for digital tool integration at the K-5 level.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
The technology project group will gather information on technology and library media benchmarks.	K-5 District Technology Group	Time to meet	None	2010	None	Documents and websites
The technology project group will develop a survey for staff asking about current technology being used.	K-5 District Technology Group	Time to meet	None	2010	None	Survey
Gather survey results and share them with grade level groups.	K-5 District Technology Group	Building time to meet	None	2010-2011	None	Building meeting agenda
Grade level groups determine grade level benchmarks	K-5 Teachers	Building time to meet	None	2010-2011	None	Grade Level Benchmarks
Grade level groups develop sample units/activities/lessons for digital tool integration at the K-5 level.	K-5 Teachers	Building time to meet	None	2010-2013	None	Sample units/activities/ lessons

Objective 1d: By 2011, all advisories at the K-12 level will include an Internet Safety component.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Kewaskum University offers a course on Internet Safety for teachers	Jane Lazarevic / David Schultz	Course time	Instructor Pay	2010-2013	None	Number of teachers who take the course
Teachers post lessons/activities to the Internet Safety wiki	Teachers	Course time	None	2010-2013	None	Lessons on the wiki
Teachers will address Internet Safety issues in their advisory/class meeting	Teachers	Advisory / class meeting time	None	2010-2013	None	Advisory / Class meeting lesson plan

Objective 1e: By May 2011, the district will develop an eighth grade technology literacy assessment plan.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Identify technology tools used (and to what extent) in district K-5 education	K-5 District Technology Group	Time to develop, execute, and analyze a survey	None	June 1, 2010	None	Completed survey
Identify technology tools used (and to what extent) in district 6-8 instruction	6-12 District Technology Group	Time to develop, execute, and analyze a survey	None	June 1, 2010	None	Completed survey
Match tasks with 8th grade standards	6-12 District Technology Group	Completed Surveys Time to review	None	Fall 2010	None	List of matching tasks and standards
Find a tool that is able to create and administer the assessment	6-12 District Technology Group	Time Networking Resources	Minimal cost WEMTA attendance	Now-Fall 2010	None	Tool found and utilized
Create questions	6-12 District Technology Group	Paid curriculum time	10-15 hours	March 2011	None	Completed Assessment Plan

Objective 1f: By 2010, all students will be shown how to access their network files from anywhere at any time.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Create a pdf of instructions	Tiffany Zarling	Link on Student Resources page Directions	None	Feb 2010	None	Completed pdf file
Share info with advisors during staff meeting	6-12 Technology Group	Time in a staff meeting	None	Feb 2010	None	Meeting held Info. disseminated
Advisors share info with students	All district advisors	Time in advisory	None	March 2010	None	Student use of NetStorage

Objective 1g: By June 2013, the district will provide learning opportunities for district office employees to enhance their work skills in the area of technology.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Determine what office employees need to learn.	District/Building Secretaries	Time to assess needs.	None	Yearly	None	List of needs
Provide training opportunities in the area(s) of need.	District/Building Secretaries	Time given during inservice/support to go to Skyward conference	Technology Budget for Skyward	Yearly	None	List of training opportunities

Objective 1h: By June 2013, all middle school classes will have introductory and refresher lessons on how to use the library card catalog and databases.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
During the middle school jumpstart, 6th grade students will be taught how to use the card catalog and databases.	District librarian/Jill Werderman	Paid time in the summer for Jill.	None	Fall 2010	None	Students will be able to use the catalog to look for a book.
During 7th and 8th grade years, the librarian will give students a refresher on how to use the catalog and databases including the more difficult aspects of usage.	District librarian	Meetings with the 7th and 8th grade teams to plan for lesson.	None	Fall 2011	None	Students will be able to use the catalog to search for resources by the time they reach high school.

Objective 1i: By June 2013, the Kewaskum Schools Libraries will develop an e-collection of curriculum specific reference works.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Purchase some reference books that are e-books.	District Librarian	Common School Funds	2000.00	Fall 2010	None	Books will be found on Destiny Catalog.
Research the possibilities of other e-sources and see if there is interest and if it is possible to have them in the library.	District Librarian	Common School Funds/ possibly readers.	None	Fall 2011	Online checkout which is currently not available/	A survey of interest. Information gathered from outside sources.

Objective 1j: By June 2013, the District Technology Project Group will explore the use of Google Applications in education.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Explores Google Applications	District Project Group	Time	None	2010-11 school year	None	Project Group Agenda
Make recommendations to the district.	District Project Group	Time	None	Spring 2011	None	A list of recommendations

Need Statement: We need to provide the equipment and resources to promote the advancement of instructional technology.

Goal 2: The district will increase access, support, and range of use where needed.

Objective2a: By August 2010, the district will install a computer lab at Kewaskum Middle School.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Install electrical outlets and network wiring for a virtual lab	Maintenance and Tech Department	Time Money to purchase equipment	Maintenance budget	Summer 2010	None	Electrical outlets are installed and the wiring is completed
Move computers from the KMS library to the computer lab and set up virtual desktops	Tech. Department	Time	None	Summer 2010	None	Virtual desktops are set up and ready to go
Purchase desks for the lab	Tech Department	Money to purchase desks	Technology Referendum	Summer 2010	None	Desks are in the lab

Objective 2b: By August 2010 the district will install a computer lab at Kewaskum High School.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Purchase desks for the lab	Tech Department	Money to purchase desks	Technology Referendum	August 2010	None	Desks are in place in the lab
Move computers from KCA to the computer lab and set up virtual desktops	Tech Department	Time	None	August 2010	None	Virtual desktops are set up and ready to go
Set up virtual desktops at KCA	Tech Department	Time	Technology Referendum	August 2010	None	Virtual desktops are set up and ready.

Objective 2c: By June 2013 the district will increase bandwidth to Farmington and Wayne Elementary Schools.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Complete a site survey to explore the possibilities for increasing bandwidth	Tech Department	Company that provides the service	Technology Budget	June 2013	None	Site survey report
Decide which option to increase bandwidth is most feasible	Tech Department	3 quotes from vendors	Technology Budget	June 2013	None	Quotes
Implement the option most feasible.	Tech Department	Vendor services	Technology Budget	June 2013	None	Contract with vendor

Objective 2d: During each year of the plan, the district will evaluate the district web pages and make recommended improvements.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Review technology survey results in regard to the web page and make recommendations to the people involved.	Project Group	Time to meet	None	2010	None	Meeting agenda List of recommendations
Access information from building secretaries and district receptionist regarding frequently asked questions.	Project Group	Time to meet	None	Each year of the plan	None	Feedback from secretaries/ receptionist

Objective 2e: By September 2013, the district will offer technology-related sessions to the community.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Assess community needs and interests	Session instructors Project Group	Brief Survey	None	2010-2011 School year	None	Compiled data
Develop sessions to offer to the community	Most appropriate instructor for each course	Time, Curriculum Pay	Pay for instructor	2011-2012 School Year	None	Community courses

Objective 2f: During each year of the plan, the district will partner with the Kewaskum Cares About Kids group to educate the community on Internet Safety.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Meet with Kewaskum Cares About Kids group to plan a program on Internet Safety	Technology Director and High School Project Group	Time to meet	\$700	Each year of the plan	None	Program is planned

Objective 2g: By September 2010, the district will implement LessonPlanner4Schools 6th through 12th grade to create a consistent platform for posting classroom activities.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Purchase Lesson Planner 4Schools	Technology Department	\$1,300 per year	Technology Budget	Spring 2010	None	Module is active
Set up Lesson Planner4Schools	Technology Director with input from administrators	Time	None	Summer 2010	None	It is ready for teachers to use when school starts
Train teachers to use the module	Technology Director	Time to train	None	Fall 2010	None	Teachers know how to use it.

Objective 2h: By September 2010, the district will replace the servers at Farmington and Wayne Elementary Schools

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Purchase Servers	Technology Department	\$7,000	Technology Budget	Summer 2010	None	Server is here.
Install Servers	Technology Department	Time	None	Summer 2010	None	Server is installed.

Objective 2i: By June 2013, the district will expand the use of virtual desktops.

Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Decide which areas would benefit from virtual desktops	Technology Department	Time	Technology Budget	2010	None	A plan of implementation
Implement virtual desktops	Technology Department	Time	Focus on Energy grant and Technology Budget	2011-2013	None	Virtual desktops in place

6. BUDGET

Kewaskum Budget for Information and Technology Plan

Projected Expenditures

	Plan	School Year		
	Goal. Obj.	2010-11	2011-12	2012-13
Software Procurement		53,560	53,560	53,560
Non-instructional software	----	52,000	52,000	52,000
Instructional Software	----	1,560	1,560	1,560
Hardware, Facilities & Networking		73,800	119,000	99,000
Computer Supplies	----	1,000	1,000	1,000
Parts	----	8,000	8,000	8,000
Equipment Purchase - Addition	----	30,000	30,000	30,000
Equipment Purchase - Replace	----	5,800	80,000	60,000
Servers (FES and WES)	----	7,000	----	----
Add new lab to KMS	2.2a	10,000	----	----
Add new lab to KHS	2.2b	12,000	----	----
Operation, Maint, Upgrade, Communications		13,300	58,300	58,300
Maintenance Services	----	7,000	7,000	7,000
Purchase LessonPlanner4Schools	2.2g	1,300	1,300	1,300
Increase Bandwidth to FES and WES	2.2c	5,000	50,000	50,000
Professional Development		4,100	4,000	4,000
Technology Conferences	1.1g	4,000	4,000	4,000
Create 8 th Grade Assessment Plan	1.1e	100	----	----
Human Resources in Support of Technology		32,180	32,180	32,180
Personal Services	----	32,180	32,180	32,180
Other (Common School Fund)		75,000	72,000	70,000
Library Collection Resource Management	1j	75,000	72,000	70,000

Projected Funding Sources

	Total	239,988	207,988	205,988
District Budget	----	140,238	111,238	111,238
eRate	----	19,750	19,750	19,750
Title I	----	0	0	0
Title II, Part A: Educ Train	----	5,000	5,000	5,000
Title II, Part B: Math/Science Ptr	----	0	0	0
Title II, Part D: Ed Tech	----	0	0	0
Title III	----	0	0	0
Title IV	----	0	0	0
Title V	----	0	0	0
Title VI	----	0	0	0
Common School Fund	----	75,000	72,000	70,000

7. DISSEMINATION TO STAKEHOLDERS

The Technology Project Group will share the plan with staff members on the Project Group Sharing Day in June 2010. The plan will be posted on the District Web Site for the community to see.

8. MONITORING, EVALUATING, AND REVISING OF THE PLAN

The District Technology Project group will annually review goals, objectives, and activities in the plan to determine what was accomplished and to make any necessary revisions. Technology updates will be available on the district web site.

9. REQUIRED POLICIES APPROVED BY SCHOOL BOARD

- [Technology Concerns for Students with Special Needs](#)
- [CIPA/Internet Safety and AUP](#)
- [Internet Access and Network Use Procedures](#)
- Copyright-located in Appendix G
- [Selection and Review of Library Materials](#)
- [Citizen's Request for Reconsideration of Library Material](#)
- [Library Material Selection and Reconsideration Procedures](#)
- [Interlibrary Loan/Resource Sharing](#)

APPENDICES

- Appendix A School Perceptions Technology Planning Inventory Summary
- Appendix B 8th Grade Assessment Results
- Appendix C Educational Software Inventory
- Appendix D Special Education Software Inventory
- Appendix E Network Configuration Diagram
- Appendix F Collection Analysis
- Appendix G Required Policies